

# ADMINISTRATIVE NOTES

U.S. GOVERNMENT PRINTING OFFICE  
SUPERINTENDENT OF DOCUMENTS  
LIBRARY AND STATUTORY DISTRIBUTION SERVICE

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## HELPFUL HINTS ON MICROFICHE MANAGEMENT

(We have received some letters asking about proper care of microfiche. In particular, concern has been expressed about possible problems arising from mixing different types of fiche (note number 4 below). Reducing much technical advice to a layperson's level is the intent of the following. We have in mind a new college freshman student library worker, assigned to work part-time in your depository. Maybe one day he/she will opt to be a Documents Librarian!)

- (1) When your latest shipment arrives, loosen the fiche and allow them to air for a week. This disperses any lingering fumes.
- (2) Avoid placing rubber bands or adhesive material in contact with fiche as they contribute to fiche deterioration.
- (3) Keep fiche in non-sulphite envelopes with non-sulphite dividers. Don't mix in other paper products, such as cardboard, mailing envelopes, etc.
- (4) Don't mix different types of fiche. Especially avoid bringing any silver halide fiche into contact with diazo or vesicular fiche. The silver halide will suffer. To be completely safe, keep each type in a totally separate file.
- (5) A normal storage and use will provide adequate ventilation. Avoid rooms near photocopiers, chemical duplicators, fresh paint, gasoline, etc.
- (6) Avoid dust and dirt which will scratch film surfaces.
- (7) Normal temperatures under 75°F work best; 80°F and up spells trouble. Humidity of 200% - 400% is best; 600% and up causes damage.
- (8) Loose filing is best that allows for easy removal of fiche. If they are so tight as to curl and buckle, you have trouble.
- (9) Sample your fiche files occasionally to see if fiche are in reasonably good condition. If you find deterioration, ask why, and take action. Remember, we will replace any fiche when it is clear that the problem was GPO's.
- (10) Lastly, just exercise good common sense and don't worry. The diazo fiche that GPO sends you is particularly durable. If you have a problem, drop us a note.



## COUNCIL MEETING FLASH!

You can still register for the Council meeting in San Antonio, Texas, and get the special rate (\$28.00 single; \$38.00 double) by specifying attendance at the Council meeting. But this is just so long as rooms are still available. If you haven't registered, do so now!. Again, the dates are April 13-15, 1981. The place is:

El Tropicano Hotel on the River  
110 Lexington Avenue at North St. Mary's Street  
San Antonio, Texas 78205  
PHONE: (512) 223-9461

One of the high points of the meeting will occur Monday morning, April 13th, when a panel of experts will tell librarians where they see Government documents going in the 1980's. Speaking will be: Ms. Patricia Andrews (Director, Printed Documents Division, National Archives and Record Service); Ms. Toni Bearman (Executive Director, National Commission on Libraries and Information Science); Mr. Robert A. Davis (Assistant to the Director, Office of Acquisitions and Overseas Operations, Library of Congress); Mr. Kenyon C. Rosenberg (Chief, Policy and Planning Office, National Technical Information Service); and Mr. J. D. Young (Director, Library and Statutory Distribution Service). Don't miss it!

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## DON'T PANIC! YOU HAVEN'T MISSED AN INDEX!

We are in the process of preparing for depository distribution copies of the CONGRESSIONAL RECORD (bound), volume 124, parts 1 and 2, of the 95th Congress, 2nd Session. The Index, part 31 of volume 123 for the 95th Congress, 1st Session, has not been made available as yet for depository distribution. We will make distribution upon its receipt. Please do not send us a claim thinking you missed the Index!

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## MONTHLY CATALOG DELAY

Printing of the January 1981 MONTHLY CATALOG has been delayed due to production problems. The errors have been corrected and distribution is expected to occur in mid-April. The issues for February and March are almost ready and will follow very closely behind the January issue.

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## OPEN FILE REPORT USERS TAKE NOTE

There has been a dramatic development concerning Item No. 0624-H (I 19.76:-), Open File Reports of the U. S. Geological Survey. At present, only a limited number of OFR are available for distribution to depository libraries. However, as of October 1, 1980, the USGS began placing almost all current OFR on microfiche, at last making them readily available. These reports include manuscript or map copy, basic data, field notes, and other data. Because of the varying quality of some of the original material (hand drawn maps, pencilled notes, etc.), the USGS disclaims reproduction quality of the contents.

GPO intends to begin distributing these OFP microfiche to the 330 depositories currently selecting Item No. 0624-H by the end of March. The volume to expect over a one-year period is about 1,200 reports (January 1981, for example, saw 127 OFR ranging from 1 to 5 fiche, but averaging 2 fiche per report). The nature of the material does not lend itself to a state by state breakdown, as is done with Census. River-basin studies can involve a dozen states, while earthquake zones may extend from the United States to Mexico and beyond. But all the available material on the microfiche appears monthly in "New Publications of the Geological Survey" (currently distributed under Item No. 0622 to 0669 depositories).

The initial microfiche distribution will encompass all fiche listed in NPGS for October 1980. With this first comprehensive OFR distribution in fiche, the limited hardcopy distribution will cease. Accompanying each monthly segment will be a gratis copy of NPGS to be used as a "Shipping List." There will not be an individual title itemization on the regular LSDS Shipping List, but rather a notation of the shipment and the NPGS issue enclosed. Should libraries desire individual hardcopy titles, or any microfiche issued prior to their selection, they may purchase them from the Open-File Services Section of the USGS (address and order information given in NPGS). Reports in foreign languages, presently running about 14 per year, will be distributed in microfiche. The only items to be excluded from distribution will be those relatively incompatible with microfiche conversion (i.e.: slides, rolls of 35mm film, etc.), which are very few in number.

Libraries wishing to discontinue the Item No. 0624-H currently selected, or those which may wish to select it for the first time, will have the opportunity to do so by altering their next computer printout.

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## GOVERNMENT REPORTS ANNOUNCEMENT COMING!

Thanks to a letter from Documents Librarian Jean Moore, at Tennessee Tech University, we were alerted that GOVERNMENT REPORTS ANNOUNCEMENTS AND INDEX, volume 81, number 2 (C 51.9/3:81/2), had not been distributed. Checking into the matter, we discovered that the publication had been held up because of insufficient quantity. A request has gone out for the missing copies; and a hardcopy distribution will be made in April.

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## 96-2 BILL SHIPMENT

The Micropublishing Staff is in the process of preparing for distribution in microform the 13th and final House and Senate Bill shipment for the 96th Congress, 2nd Session.

The Final Cumulative Finding Aid, House and Senate Bills, 96th Congress, which will cover both sessions, is in the production stage and distribution will be made to selecting depositories in both hard copy and microfiche during the period of March - April 1981.

For your information, a set of 1,929 fiche house 20,685 House and Senate Bills (Public and Private) for the entire 96th Congress.

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## EL SALVADOR "WHITE PAPER"

Documents Librarians at Haverford College and the University of Baltimore contacted the LSDS to inquire if the "White Paper" of the State Department being mentioned in the news media would be going to depositories. Immediate investigation elicited from the State Department that a limited internal reproduction had been done with distribution to Capitol Hill and members of the press. There are no plans, said the State Department, to order a printing which GPO could ride and obtain depository copies. LSDS, however, has managed to obtain two copies and microfiche publication is planned for April. Libraries selecting Item No. 876 will automatically receive the fiche version of COMMUNIST INTERFERENCE IN EL SALVADOR: DOCUMENTS DEMONSTRATING COMMUNIST SUPPORT OF THE SALVADORAN INSURGENCY (S 1.2:C 73/9) issued by the U. S. Department of State, February 23, 1981.

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## KEEP 1980 &amp; 1981 EPRF

The 1981 EXHAUSTED GPO SALES PUBLICATION REFERENCE FILE (EPRF), GP 3.22/3-3:981, was sent to depositories March 16, 1981 on Shipping List Number 15,741. This latest issue is not a cumulation and should be used in conjunction with the 1980 EPRF, GP 3.22/3-3:980, sent out to depositories March 7, 1980 on Shipping List Number 13,987. If you have any questions regarding EPRF and its uses, contact GPO's Sales Management Division, Records Branch (STOP:SSMR), or call: (202) 275-3299.

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